



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1040.2E

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01 Dec 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1040.2E

From: Commander, Naval Training Center, Great Lakes

Subj: COMMAND RETENTION PROGRAM

Ref: (a) CNETINST 1040.4A

1. Purpose. To provide supplemental guidance to reference (a) for the implementation of Naval Training Center Enlisted Retention Programs.
2. Cancellation. NTCGLAKESINST 1040.2D. This instruction has been extensively revised.
3. Policy. All subordinate commands of Naval Training Center (NTC), Great Lakes shall establish and maintain an effective and efficient Command Retention Program per reference (a). Retention programs must be tailored to the size, mission and type of personnel assigned to each unit. Naval Training Center, Great Lakes has adopted reference (a) as the command retention instruction.
4. Action. In addition to the requirements established in reference (a), the following duties are also assigned:
  - a. Commander, Naval Training Center will:
    - (1) Provide formal career information training for Departmental and Divisional Career Counselors of NTC Complex Commands.
    - (2) Provide Transition Assistance Program (TAP) seminars, ensuring that personnel in receipt of Fleet Reserve/Retirement orders and other personnel within 120 days of separation may receive appropriate counseling.
  - b. Commanding Officers/Officers in Charge shall:
    - (1) Maintain monthly retention statistics for use by Commander, Naval Training Center Command Career Counselor (NTC CCC). Monthly reporting to NTC CCC is not required; however,

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significant trends in retention level (increases/decreases) shall be noted by subordinate Command Career Counselors and reported to the NTC CCC. Quarterly reporting is required; reports are due to the NTC CCC by the third working day following the quarter.

(2) Schedule a yearly Command Assessment via NTC CCC which must be completed prior to the end of the fiscal year.

(3) Submit Golden Anchor nominations via NTC CCC per reference (a) to be received not later than 15 November of each year.

  
G. L. GERARD  
Chief of Staff, Operations

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